

Apprenticeships
Are Us



CODE OF PRACTICE



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1. Apprenticeships Are Us Limited are committed to the principles of Access and Equity in all services provided to our applicants, employees, clients and other related parties at all times.
2. The staff at Apprenticeships Are Us Limited recognizes the rights of all parties and will endeavour at all times to provide to deliver a high professional standard of training and education.
3. All services will be provided to all parties in a free and fair manner regardless of cultural background, sexuality, disability, age and all parties will be treated with the utmost respect and dignity at all times free of harassment and any type of discrimination. Apprenticeships Are Us Ltd is committed to promoting a culturally inclusive and diverse work environment. All staff are trained in cultural competency to ensure that apprentices and trainees from diverse backgrounds are supported, and that discrimination or exclusion based on race, religion, or ethnicity is actively prevented in compliance with the *Racial Discrimination Act 1975*.
4. Apprenticeships Are Us Limited will employ qualified staff and all staff are bound by this code of conduct.
5. Apprenticeships Are Us Limited is an accredited Group Training Organisation and complies with the National Standard for group Training Organisations. In line with *Standard 2.2 of the National Standards for Group Training Organisations (GTOs)*, Apprenticeships Are Us Ltd commits to regularly monitoring the employment and training progress of apprentices and trainees. This includes ensuring that all apprentices are provided with a safe working environment, appropriate training opportunities, and access to pastoral care services, to ensure their ongoing development and well-being throughout the apprenticeship period.
6. Apprenticeships Are Us Limited will ensure that its services provided by its staff will comply with the following:
 - All apprentices and trainees are provided with a safe and healthy workplace. All workplaces will be vetted and checked for this requirement at the start and during regular intervals throughout the term of the apprenticeship. Apprenticeships Are Us Ltd will ensure that safety inspections are conducted at least every six months, or more frequently if required, to comply with the *Work Health and Safety Act 2024*. These checks will cover all aspects of the workplace, including equipment, training environments, and health protocols, to guarantee a safe and compliant working environment for all apprentices and trainees.
 - Structured training will be delivered via an appropriate registered training organisation with a joint decision being made by the host employer, the apprentice/trainee and us as to the most appropriate one to be used.
 - All apprentices and trainees will be visited and monitored by a representative of Apprenticeships Are Us Limited at least 6 times per annum and in many cases more when the need arises.
 - All apprentices and trainees as well as host employers will be encouraged to make any grievance, and complaints know and follow procedures established and documented. Grievances and complaints from apprentices, trainees, and host employers will be handled in accordance with Standard 3.1 of the National Standards for GTOs. This ensures that all complaints are managed through a formal process, which includes clear documentation, timely resolution, and, if necessary, escalation to external bodies such as the Fair Work Commission or SafeWork NSW.
 - That all staff of Apprenticeships Are Us Limited carry out their duties with strict regard to all the relevant national and state legislation including but not limited to the most current versions:
 - Workplace Injury management and Workers Compensation Act.
 - Industrial Relations Act.
 - Workplace Health and Safety Act.
 - Apprenticeship and Traineeship Act.
 - Sex Discrimination Act.
 - Human Rights and Equal Opportunity Commission Act.

- Disability Discrimination Act.
- Racial Discrimination Act.
- Anti-Discrimination Act.
- The NSW Privacy and Personal Information Act. In accordance with the *Privacy Act 1988 (as amended 2024)* and the *Australian Privacy Principles (APPs)*, Apprenticeships Are Us Ltd ensures that all personal information related to apprentices, trainees, and host employers is collected, stored, and processed securely. Data protection measures, including encryption and access control, are in place to safeguard against unauthorized access and breaches.
- Affirmative Action Act.
- Child Protection Act
- Trade Practice Act.
- Apprenticeships Are Us Limited will properly and accurately advertise all job opportunities, ensure that all apprentices are paid on time and accurately, ensure that all apprenticeship entitlements are professionally managed, ensure that all possible government entitlements are made known to all apprentices at all times.
- This policy also adheres to the latest legislative updates, including the *Fair Work Act 2009 (as amended 2024)*, the *Modern Slavery Act 2018 (Cth)*, and the *Work Health and Safety Act 2024*. These updates ensure that Apprenticeships Are Us Ltd maintains compliance with current regulations, particularly in promoting ethical business practices, human rights, and workplace safety standards.
- Apprenticeships Are Us Ltd is also committed to integrating *Environmental, Social, and Governance (ESG)* principles into its operations. This includes ensuring that apprenticeships and traineeships contribute to sustainable practices, promote social responsibility, and adhere to ethical business standards, in line with industry best practices and *the AASB sustainability reporting standards*.

AUTHORISATION

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Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1		01/02/2018	All	N/A
1.2	M. Wentworth	29/10/2024	All	Cover page, information update